

Minutes approved on:	
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Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Thursday 19 May 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 16.00 hrs.

Present: Cllrs J English, J Greenway, C Hughes, P Hughes, A Masood, C Moore and D Peer.
Attending: S E Roberts (Clerk).

16/CP/1 Election of Chairman

Cllr C Hughes was proposed as committee Chair, nominated by Cllr Peer and seconded by Cllr Masood. Cllr C Hughes was duly elected as Chair of the committee for the ensuing year.

16/CP/2 Election of Vice-Chairman

Cllr Masood was proposed as committee Vice-Chairman, nominated by Cllr C Hughes and seconded by Cllr Peer. Cllr Masood was duly elected as Vice-Chairman of the committee for the ensuing year.

16/CP/3 Public Questions

There were none.

16/CP/4 Apologies and declarations of members' interests

- 4.1 There were no apologies
- 4.2 There were no declarations of interest.

16/CP/5 Terms of Reference

- 5.1 Members reviewed the committee's terms of reference and asked the Clerk to add in under Membership at the end: "The committee elects its chair **and vice-chair** annually."
- 5.2 The Clerk was asked to circulate the current version of the media protocol to all members for comments and discussion at the next meeting.

16/CP/6 Minutes of the Previous Meeting

- 6.1 It was proposed and **RESOLVED** that the minutes of the meeting of 21 April 2016 were a correct record of the meeting and these were signed by the chair.
- 6.2 Matters arising:

- 39.2.2: Gazebo: The Deputy Clerk is updating the initial design and will recirculate for final approval.
- 39.2.4: Social Media Policy: The Clerk will recirculate to all members for comment with a view to reviewing the policy for approval at the next meeting.
- 39.2.5: Newsletter: see later note.
- 39.2.7: Art exhibition: Cllr Hughes will raise at the next meeting of the Shinfield Parish Volunteer Group on 2nd June. Cllr English would also like to attend this meeting.
- 39.2.9: Councillor Surgeries: The Clerk will circulate dates and venues for the rest of the year and ask for councillors to volunteer to attend. The next one is on Saturday 11th June, 9.30 – 10.30am at Spencer’s Wood Pavilion.
- 39.2.11: Document Retention Policy: The Clerk will recirculate to all members for comments with a view to reviewing the policy for approval the next meeting. The Deputy Clerk will seek quotes for the regular shredding of all documents, to avoid the need to identify those that contain sensitive information.
- 39.2.12: Website: Cllr C Hughes reported that the parish council’s website had failed the CPALC health check and that she would be reviewing the results with the Deputy Clerk on 23rd May to look at what needed to be done.
- 39.2.13: Community Engagement strategy: the Clerk is preparing a policy and will circulate a first draft in due course.
- 39.2.16: New residents’ packs: see later note.
- 39.2.17: Volunteer event: the date is now confirmed in the parish hall diary for Friday 18th November. A draft programme will be discussed at the next meeting.
- 40.1-3: All actions relating to the Annual Parish Meeting had been completed and it had been a very successful event.
- 41.3: Cllr C Hughes was currently pursuing a number of options to recruit a communications and marketing consultant for the council.

Councillor Moore joined the meeting at 16.20.

16/CP/7 2016-17 Priorities

7.1 Members discussed the committee’s priorities for 2016-17 and agreed these to be as follows:

(1) Communications via:

- The website
- New Residents pack: Cllr C Hughes requested the setting up of a new working group to work with the Deputy Clerk to determine the contents and circulation. Members of the working group were agreed to Cllrs C Hughes, J English and C Moore. The working group would meet during the day where possible, hence member input by email would be acceptable.
- Newsletter: current timescales for the summer edition are: ideas for articles to Cllr C Hughes by 31st May; text to be finalised by 13th June; publication 4th July. Possible articles to include photographs of developments; article on the respective roles of the parish and borough councils; a residents’ survey; survey of hall users; thumbnails of committee priorities; promotion of parish council services via flyers on bus shelters, noticeboards etc.

(2) Community engagement via:

- Councillor surgeries
- Community events, e.g. Spencer’s Wood Carnival on 17 September. The Clerk agreed to arrange a meeting as soon as possible between Cllrs P Hughes and C Hughes, the Clerk and the Carnival organisers to discuss publicity for the 2016 Carnival and promotion of the parish council’s grant and next year’s grant.

15/CP/8 Correspondence

8. The Clerk circulated a copy of the new Joint Official Guide to the parishes of Crowthorne and Wokingham Without.

15/CP/9 Dates of future meetings

Members confirmed the dates and times of future meetings – currently all 7.30pm on 21 July, 17 November 2016.

The meeting ended at 17.10.

List of actions

Ref	Action	Action by
5.1	Update the committee's terms of reference	Clerk
5.2	Circulate the current version of the media protocol to all members for comment and discussion at the next meeting	Clerk
39.2	Update design for Gazebo and recirculate for member approval	Deputy Clerk
39.2.4	Give feedback on the draft Social Media policy to Clerk to ensure sign-off at next meeting	all members
39.2.7	Liaise with Richard Hatton over art exhibition	Cllr C Hughes
39.2.8	Confirm volunteers for councillor surgeries and publicise	Clerk
39.2.9	Finalise dates and attendees for councillor surgeries for the rest of the year	Clerk
39.2.11	Give feedback on the Draft Document Retention Policy to the Clerk to ensure sign-off at next meeting	All members
39.2.11	Obtain quotes for regular document shredding	Deputy Clerk
39.2.12	Progress development of the parish council website	Cllr C Hughes
39.2.13	Circulate draft community engagement policy once ready	Clerk/Deputy Clerk
39.2.17	Draft programme for Volunteer event	Cllr C Hughes/Clerk
41.2	Investigate options for a communications/marketing consultant for the council	Cllr C Hughes
7.1	Set up new Working Group to coordinate new residents' packs and arrange first meeting	Cllr C Hughes/Deputy Clerk
7.1	Coordinate schedule for publication of summer newsletter	Cllr C Hughes/Deputy Clerk
7.1	Organize a meeting as soon as possible for Cllrs C and P Hughes and the Clerk with the organisers of the Spencers Wood Carnival	Clerk